

Message

From: [Ex. 6 Personal Privacy (PP)]
Sent: 3/30/2018 2:03:11 PM
To: Otto, Martha [Otto.Martha@epa.gov]; Grifo, Francesca [Grifo.Francesca@epa.gov]
CC: Francesca Grifo [Ex. 6 Personal Privacy (PP)]
Subject: RE: Reminder
Attachments: Manager Best Practices 3-30-18 DED.DOCX

CURRENT VERSION OF MANAGER BEST PRACTICES

This version is from December 19, 2018. This document was revised according to Kevin's guidance (I'll forward those emails to you Francesca so that you can see how the document evolved since I arrived). Because how difficult it is to edit the document in InDesign (There's no spellcheck and its all about formatting) and for others to edit it as a PDF, I took all of the text from the InDesign document and made it into a Word Document for easy editing.

I also updated the Committee Membership in the document this morning to what it currently is.

And if I ever finish the FOIA fun, I'll go through all of my documents to ensure that they are also on the L Drive.

I'm sorry for the confusion, but hopefully you didn't start working on the documents that Marti sent yet.

[Ex. 6 Personal Privacy (PP)]
Scientific Integrity Research and Outreach Support Associate
Office of the Science Advisor
ORAU for U.S. Environmental Protection Agency

[Ex. 6 Personal Privacy (PP)]

-----Original Message-----

From: Otto, Martha
Sent: Friday, March 30, 2018 7:58 AM
To: Grifo, Francesca <Grifo.Francesca@epa.gov>
Cc: Francesca Grifo [Ex. 6 Personal Privacy (PP)]

[Ex. 6 Personal Privacy (PP)]

[Ex. 6 Personal Privacy (PP)]
Subject: RE: Reminder

Hi, Francesca,

Attached is the "Management Best Practices_working 11-8-17" saved as a word file. It came out a little squirrely, but hopefully you will be able to edit one of them (either the pdf or the word file).

- Marti

-----Original Message-----

From: Otto, Martha
Sent: Friday, March 30, 2018 7:52 AM
To: Grifo, Francesca <Grifo.Francesca@epa.gov>
Cc: Francesca Grifo [Ex. 6 Personal Privacy (PP)]

[Ex. 6 Personal Privacy (PP)]

D'Arcy, Daniel

[Ex. 6 Personal Privacy (PP)]
Subject: RE: Reminder

Hi, Francesca,

Attached are the latest documents that I could find re: Management Dialogues...also the latest survey I could find.

Daniel, please verify that the "Management Best Practices_working 11-8-17.pdf" is the latest version. I believe that you were the last one working on this document.

Oh, and I just realized that Francesca might not be able to edit a pdf, so I will try to save it as a .docx.

Thanks,
Marti

-----Original Message-----

From: Grifo, Francesca
Sent: Thursday, March 29, 2018 10:41 PM
To: Otto, Martha <Otto.Martha@epa.gov>

Subject: Reminder

Hi there

Need to work on management training over the weekend. Can you please send me whatever is on the L drive?
Plus the survey.

Also can you help Daniel make a slide on ADR?

Thanks

Sent from my iPhone